

# BUSINESS

## High School to College and Career Pathways

### BUSINESS

Business Education prepares students for employment and/or continuing education opportunities in business through technical instruction in the classroom, experiential education in the laboratory, student internships, and through leadership and personal development by participating in student leadership organizations.

### BUSINESS ADMINISTRATIVE SUPPORT:

#### Workforce Trends

According to the U.S. Department of Labor, secretaries and administrative assistants held more than 4.1 million jobs in 2004. This is one of the largest job categories in the U. S. About 9 out of 10 secretaries work in firms providing services. These services range from education and health care to legal and business services.

#### Get the Facts

In the early days of mechanical typewriters, proficient typists could type so fast that the keys frequently jammed against each other. The familiar but illogical QWERTY keyboard was then developed in an effort to space often-used keys apart to prevent jamming.

#### Beyond High School

There are a number of options for education and training beyond high school, depending on your career goals.

#### Sample Occupations

- > Administrative Assistant
- > Customer Service Assistant
- > Desktop Publisher
- > Executive Secretary
- > Office Manager

For more information on salary projections, labor market demand, and training options, visit [www.careers.utah.gov](http://www.careers.utah.gov).



Utah State Office of Education  
250 East 500 South/P.O. Box 144200  
Salt Lake City, UT 84114-4200

[utahcte.org](http://utahcte.org)

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## Post-Secondary Connection

Talk to your teacher and/or school counselor for the classes in this pathway that connect to college. Many Utah colleges/universities accept high school courses toward a two- or four- year degree through concurrent enrollment – saving you time and money.

**NOTES:** \_\_\_\_\_



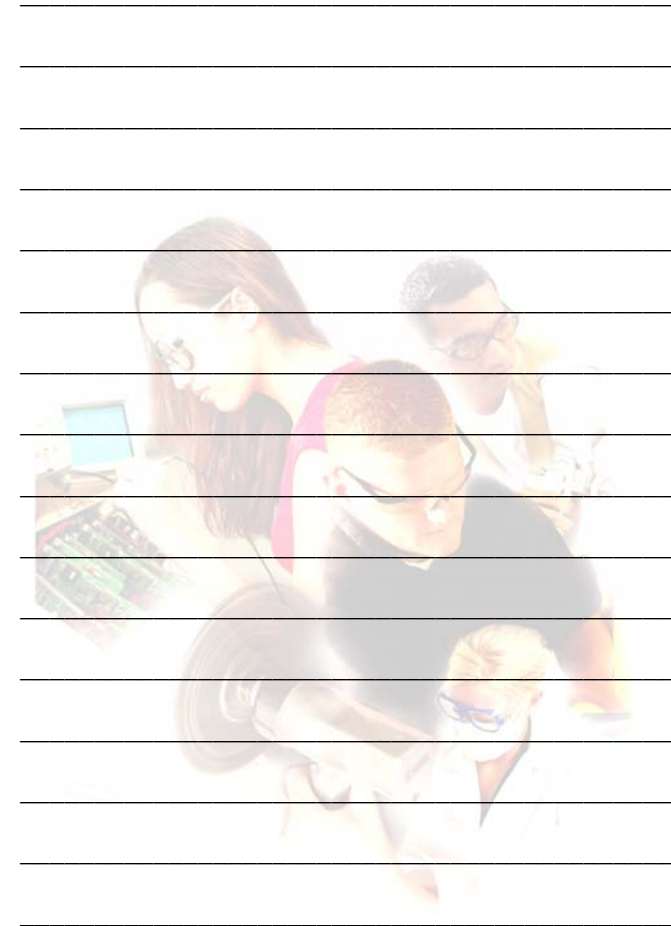
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